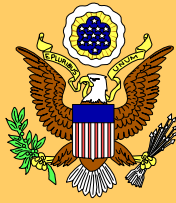


# VACANCY ANNOUNCEMENT



## Tri-Mission Management

Serving the U.S. Missions to France, OECD, & UNESCO

**TO: All Interested Candidates**  
**SUBJECT: Public Diplomacy Management Assistant**

**DATE: Mar.10, 2011**  
**NUMBER: V-2011- 009**

**OPEN TO:** All Interested Candidates (See Definitions)

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**POSITION:** PC-7123 – Public Diplomacy Management Assistant, LES-09, FP-05\*

**OPENING DATE:** March 10, 2011

**CLOSING DATE:** March 24, 2011

**WORK HOURS:** Full-time: 40 hours/week for AEFMs/NORs  
Full-time: 35 hours/week for Ordinarily Residents:

**SALARY:** Not Ordinarily Resident: \$50,043.00gross p.a. (starting salary)  
Ordinarily Resident: €45.865,00 gross p.a. (starting salary)

\* Actual grade and salary will be based on the qualifications of the applicant

The U.S. Embassy in Paris seeks a Public Diplomacy Management Assistant for the Public Affairs section (PAS).

### BASIC FUNCTION OF POSITION:

The incumbent serves as senior Local Engaged Staff in the immediate office of the Minister Counselor for Public Affairs (MC-PA) with significant responsibilities for planning and executing the administrative management functions of a large, complex, country-side Public Diplomacy program. Major duties and responsibilities include:

- Overseeing the immediate office of the MC-PA, and directly supervising the section's Purchasing and Grants Assistants, plus interns, when assigned.
- Participating with the MC-PA in the development, implementation and administration of the Mission's public diplomacy strategy.
- Advising MC-PA on status of budget & grants as well as personnel and other administrative issues.
- Conducting studies into ways and means for improving section administration.
- Working with the Purchasing/Grants Assistant to personally ensure the timely preparation of

- accurate budget analysis for each operating unit of the Section.
- Ensuring effective management of PAS communications and records.
- Performing other administrative duties as assigned in the overall interest of effective section management.

## QUALIFICATIONS REQUIRED:

Note: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

### Education:

Completion of secondary school (minimum) is required.

### Prior Work Experience:

From three to five years of progressively responsible experience in administrative management/public relations is required.

### Language proficiency:

English (W-R-S), Level-4 – Fluency is required

French (W-R-S), Level-4 – Fluency is required

### Knowledge:

Ability to quickly acquire good working knowledge of public affairs work and applicable State Department budget and fiscal, grant management, human resources, procurement, contracting, travel and other administrative procedures, regulations, and requirements relating to post administration and to U.S. Government public diplomacy programs, materials, equipment, and planning documents is required. .

### Skills and abilities:

Ability to assess problems and develop realistic solutions; ability to coordinate with U.S. officers and host country contacts on program development and planning, ability to supervise and work well with others; ability to plan expenditures/reprogram funds are required. Ability to learn how to use E-Travel system, ARIBA procurement is required. Strong computer skills, including Word, EXCEL, Outlook and Power Point are required.

## SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA (See Definitions):

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed U.S. Citizen EFMs who hold an FMA appointment are ineligible to apply within the first 90 days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply within the first 90 calendar days of their appointment, unless currently hired into a

position with a “When Actually Employed” (WAE) work schedule.

#### TO APPLY:

Interested applicants for this position must submit the following or the application package will not be considered.

1. Application for U.S. Federal Employment: DS-174 (available from the Embassy web site employment page), or
2. A current resume or curriculum vitae in English that provides the same information as an DS-174; plus
3. Candidates who claim U.S. Veterans Preference must provide a copy of their DD-214 form with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

#### SUBMIT APPLICATION TO:

Embassy of the USA  
Human Resources Office  
Attn: Genevieve Bayle or Jérôme de La Mater  
2 Avenue Gabriel  
75382 Paris Cedex 08

#### POINT OF CONTACT:

TEL: 01-43-12-25-74  
FAX: 01-43-12-24-36  
EMAIL: [ParisRecruitment@state.gov](mailto:ParisRecruitment@state.gov)

#### DEFINITIONS:

1. Appointment Eligible Family Member (AEFM): An individual who may qualify for a direct-hire Foreign Service appointment on either a family member appointment (FMA; defined below) or a temporary appointment (TEMP; defined below) provided that all of the following criteria are met:
  - (1) U.S. citizen; and
  - (2) The spouse of the sponsoring employee, or a child of the sponsoring employee, who is unmarried and at least 18 years old; and
  - (3) Listed on the travel orders of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission; and
  - (4) Residing at the sponsoring employee's post of assignment abroad; and
  - (5) Does not receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Other family members or dependents on direct-hire Foreign Service, Civil Service, or uniformed services member's travel orders are not AEFMs or U.S. citizen EFM for purposes of 3 FAM 8200.

**2. Eligible Family Members:**

- (1) Children who are unmarried and under 21 years of age or, regardless of age, are unmarried and incapable of self support. The term "children" shall include natural offspring, step-children, adopted children, and those under permanent legal guardianship (at least until age 18), or comparable permanent custody arrangement, of the employee or spouse when dependent upon and normally residing with the guardian or custodial party;
- (2) Parents (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parents are at least 51 percent dependent on the employee for support (these parents are not authorized medical travel);
- (3) Sisters and brothers (including stepsisters or stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sisters and brothers are at least 51 percent dependent on the employee for support, unmarried and under 21 years of age, or regardless of age, are incapable of self-support (these sisters and brothers are not authorized medical travel; see 3 FAM 3700); and
- (4) Spouse.

**3. Member of household (MOH):** An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed services member who is permanently assigned to or stationed abroad at a U.S. mission. An MOH is:

- (1) Not an EFM; and
- (2) Not on the travel orders of the sponsoring employee; and
- (3) Officially declared by the sponsoring U.S. Government employee to the COM as part of his or her household.

An MOH may be a parent, unmarried partner, or other relative or adult child who falls outside the Department's current definition of eligible family member. A MOH may or may not be a U.S. citizen.

**4. Ordinarily resident (OR):** A foreign national or U.S. citizen who:

- (1) Is locally resident; and
- (2) Has legal, permanent resident status within the host country; and
- (3) Is subject to host-country employment and tax laws.

All OR employees, including U.S. citizens, are compensated in accordance with the local compensation plan (LCP).

**5. Not Ordinarily Resident (NOR):** An individual who:

- (1) Is not a citizen of the host country; and
- (2) Does not ordinarily reside (see definition of "ordinarily resident" below) in the host country; and

- (3) Is not subject to host-country employment and tax laws; and
- (4) Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a General Schedule or Foreign Service salary schedule, not under the local compensation plan.

**CLOSING DATE FOR THIS POSITION: March 24, 2011, (COB, at 5:00 p.m.)**

The US Mission in Paris provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Distribution: All Interested Candidates